



**Changes to Events, Judicial Calendars, Electronic Orders,
Attorney Address Changes, Corrective Entries,
Common Errors, and Personnel Change**



The following **combination events** have been removed from the CM/ECF dictionary: 4 Relief from Stay and to Abandon or Dismiss Case and 7 Relief from Stay and Co-Debtor Stay. The remaining combination events have been renumbered. A review of pleadings filed using these combination events revealed that the events were being used incorrectly.

If you need to combine these events to file a pleading, multiple events from the CM/ECF event listing may be selected by holding down the Control (Ctrl) key and choosing the appropriate events. However, be careful not to select two events that charge a filing fee. If Motion for Relief from Stay and Motion to Abandon are selected separately, two filing fees will be assessed.

Also, combination event (renumbered) 4, Motion to Modify Plan or Dismiss Case, is commonly misused. If you wish to modify the plan only, do not use this combination event. If you wish to dismiss the case only, do not use this combination event. To file a Motion to Modify the Plan only or a Motion to Dismiss the case only, scroll down the event list until you find that event. If you have questions, call the Help Line (609-5719) BEFORE filing.



The Courtroom Deputies for Judge Bohanon and Judge Weaver have converted their dockets to electronic format using a program called **vCal**. Kiosks are in place on the 9th and 6th Floors for public access to court calendars.



The Court is working toward implementation of an **electronic order** submission and filing system. The Court's goal is to have an "E-Orders" program operational by the end of 2007.



CM/ECF permits an attorney to update his or her **address and email address information**. To update this information, an attorney should:

- Logon to CM/ECF and select Utilities from the top tool bar.
- On the Utilities page, select Maintain Your ECF Account.
- On the first page, the physical address of an attorney's office may be changed.
- If a change must be made to an email address, select Email information.
- To finalize any change, please click the Submit button.
- Failure to update addresses violates Court rules and guidelines.
- A Notice of Change of Address should also be filed in each case in which the attorney has entered an appearance.



Attorneys changing law firms should contact the Court. The Court will assist attorneys who change firms to ensure that the representation reflected on the docket cases is correct.

- If an attorney only changes his or her address in CM/ECF, the appearance of the attorney on cases arising from employment at the old firm may be incorrect.
- If an attorney no longer represents a client, a Motion to Withdraw and/or a Motion to Substitute Counsel should be filed.
- Additionally, an attorney who assumes representation of a client should file an Entry of Appearance.
- For additional information, consult Local Rule 9012.



A **corrective entry** is docketed in a case when a filing is deficient. The corrective entry is notification that a filing must be corrected. Attorneys receive a Notice of Electronic Filing (NEF) of the corrective entry. Generally, a corrective entry provides attorneys 72 hours in which to correct the error. If the correction is not made, the filing may be stricken by the Court. If you receive an NEF of a corrective entry, **PLEASE** review the corresponding docket entry and make corrections timely.



Some of the most **Common Errors** (resulting in corrective entries) that the Clerk's Office sees are:

- ✓ Filing the **B 21** without the debtor's original signature.
- ✓ Filing **Employee Income Records** without a Cover Sheet.
- ✓ Filing pleadings containing the **debtor's social security number** (except the B 21) without redacting all but the last four digits.
- ✓ Choosing the **wrong event** for docketing the pleading. If you are unable to ascertain the correct event to use, please contact the Clerk's Office for assistance. The Help Line phone number is (405) 609-5719.
- ✓ Use of **capital letters** in docket entries. Please use only sentence case when filing on CM/ECF. Ensure that your software is set to use sentence case when using case upload.
- ✓ Failing to docket an **Application for Compensation** separately from the main motion. The same PDF may be used.
- ✓ Filing the **Plan** without attorney signature (actual or electronic).
- ✓ **Failing** to attach a PDF of the **Credit Counseling Certificate** or the **Personal Financial Management Certificate** to those docket entries.
- ✓ Attaching the **wrong PDF** or no PDF to a filing.
- ✓ Failure to file a **verification of the creditor matrix** when filing a petition.
- ✓ Using the **Amended Document** event rather than using the correct event with the prefix "Amended." Using the Amended Document event without prior approval from the Clerk's Office may result in a corrective entry.
- ✓ Placing **petition** documents in **incorrect** order.
- ✓ Filing pleadings in which the **pages** are **upside down** or are not **normally sized**.
- ✓ **MOST IMPORTANTLY, DO NOT FILE A PLEADING FOR ANOTHER ATTORNEY OR PRO SE LITIGANT USING YOUR LOGIN.** The signature on the document filed **MUST MATCH** the login of the attorney filing a pleading. Filing for another person violates an attorney's CM/ECF user agreement with the Court.
- ✓ If two attorneys have (actually or electronically) signed a pleading, **only the attorney's whose login is used** to file the pleading will be shown as having entered an appearance.



Court Clerk Grant Price is pleased to announce that **Penny Wallis** has been named **Operations Manager** for the office. Although her duties have changed, Penny will continue to assist attorneys having CM/ECF questions.



New Case Filings

When filing a new case electronically for the first time, please check with a Trainer by calling the Help Line at (405) 609-5719 to ensure all pleadings are correctly filed.